California Work Opportunity and Responsibility To Kids (CalWORKs) Cash Grant Caseload Movement

Send one copy to:
California Department of Social Services
Data Systems & Survey Design Bureau, MS 9-081
P. O. Box 944243
Sacramento, CA 94244-2430

1. Version	2. County	3. Code	4. Month/Year

Part A. Applications For Aid and Requests for Restoration

1. Pending from last month **(Item 5 from last month's report)**..	5
a. Adjustment **(explain in PART D.)**...	6
2. Number of applications received during the month (sum of 2a + 2b below).................	7
a. Applications..	8
b. Requests for restoration..	9
3. Total during the month (sum of 1 + 2 above)...	10
4. Disposed of during the month (sum of a, b and c, below)...................................	11
a. Approved [equals sum of Items 7a. and 7b. (all columns) below]...........................	12
b. Denied **(Same as Item 1, Form CA 255 CalWORKs)**.................................	13
(1) Denied due to receipt of Diversion payment(s) or services...............................	14
c. Other dispositions (cancellations and withdrawals)......................................	15
5. Number of applications/requests pending at the end of the month (Item 3 - Item 4).......	16

Part B. Caseload (All)	2 Parent Families (1)	Zero Parent Families (2)	All Other Families (3)
Cases Added			
6. Brought forward from last month (Item 12 last month's report).	17	18	19
a. Adjustment **(explain in PART D.)**.................................	20	21	22
7. Cases added during the month (sum of a through d, below)..	23	24	25
a. Applications approved..	26	27	28
b. Restorations approved...	29	30	31
c. Transfers from other counties.....................................	32	33	34
d. Other approvals (appeal cases, CW 7s, etc.)...................	35	36	37
Caseload			
8. Total cases open during the month (sum of a + b, below)....	38	39	40
a. Cases receiving cash grant ($10 or more)......................	41	42	43
(1) Children in Item 8a cases..	44	45	46
(2) Adults in Item 8a cases..	47	48	49
(3) Total persons [sum of 8a(1) and 8a(2) above].............	50	51	52
b. Other cases (zero grant cases, less than $10 cases, etc.).	53	54	55
(1) Children in Item 8b cases..	56	57	58
(2) Adults in Item 8b cases..	59	60	61
(3) Total persons [sum of 8b(1) and 8b(2) above].............	62	63	64

Case Exits	2 Parent Families (1)	Zero Parent Families (2)	All Other Families (3)
9. Total cases discontinued during the month **(Same as Item 1, Form CA 253**	65	66	67
10. Total cases deducted due to transfers to another program segment during the	68	69	70
11. Total cases added due to transfers from another program segment during the	71	72	73
12. Carried forward to next month [Items 8 minus (9 and 10) plus 11above].	74	75	76
Part C. Non-Citizen Caseload			
13. Total cases open during the month (sum of 13a + 13b, below).	77	78	79
a. Cases receiving cash grant ($10 or more).....................	80	81	82
(1) Children in Item 13a cases.....................................	83	84	85
(2) Adults in Item 13a cases.......................................	86	87	88
(3) Total persons [sum of 13a(1) and 13a(2) above].........	89	90	91
b. Other cases (zero grant cases, less than $10 cases, etc.).	92	93	94
(1) Children in Item 13b cases.....................................	95	96	97
(2) Adults in Item 13b cases.......................................	98	99	100
(3) Total persons [sum of 13b(1) and 13b(2) above].........	101	102	103

Part D. To Be Used Only Upon Instruction From California Department of Social Services

104. Report prepared by	105. Telephone ( )	106. Date

California Work Opportunity and Responsibility to Kids (CalWORKs) Cash Grant Caseload Movement Report: Form CA 237 CalWORKs (03/01)

CONTENT
This report provides monthly data on the status of a case at the end of the report month: the number of individuals who receive a cash grant and a count of individuals who opt for the diversion program in lieu of aid.

PURPOSE
The purpose of this report is to provide state and federal entities with an unduplicated case count needed for federal reporting, budgeting, staffing, program planning, and other administrative responsibilities. Information from this report is included in the monthly publication "Public Welfare in California" and is distributed to county welfare departments, other interested agencies, and individuals.

DUE DATE
This report is due on or before the 18th calendar day of the month following the report month. Send reports to:

> California Department of Social Services
> Data Systems and Survey Design Bureau, MS 9-081
> P. O. Box 944243
> Sacramento, CA 94244-2430
> FAX: (916) 657-2074

GENERAL INSTRUCTIONS
Complete the information requested at the top and bottom of the report form, cells numbered: 1.) Version, 2.) County, 3.) Code, 4.) Month/Year, 104.) Report prepared by, 105.) Telephone, and 106.) Date. Please enter the figures required for each item. If there is nothing to report on a line item or cell column, please enter a zero (0) in the applicable cell(s) of the reporting document. Do not leave a cell item blank.

PART A. APPLICATIONS FOR AID AND REQUESTS FOR RESTORATION
A summary of intake activity during report month.

1. Pending from last month: Enter the number of applications pending from the previous month. This number must be the same figure as Item 5 of the previous month's report. See below (Item 1a.) to adjust, if needed.

1a. Adjustment: If an adjustment to the above number is required, enter the *net* adjustment number (either plus or minus) and explain in PART D (or attach another sheet of paper) with the precise reason(s) for the change.

2. Number of applications received during the month: Enter the sum of Items 2a. and 2b.

2a. Applications: Enter the number of applications received during the month. Exclude applications where aid is being transferred from another county or from one CalWORKs aid code to another.

2b. Requests for restoration: Enter the number of restorations during the month. An application for aid is considered a request for restoration when the applicant has been a recipient in the same county within the last 12 months, regardless of program segment.

3. Total during the month: Enter the sum of Items 1 and 2.

4. Disposed of during the month: Enter the sum of Items 4a., 4b., and 4c.

4a. Approved: Enter the number of applications and restoration requests approved for cash grant. This item should equal sum of Items 7a. and 7b., (all columns).

4b.   <u>Denied</u>: Enter the number of applications and restoration requests denied. *This number must agree with **Part A, Item 1 (cells 4 – 6), "Total Denials of Cash Grant", on the CA 255 (10/99), Reasons for Denials and Other Non-Approvals of Applications for Cash Grant report**.*

4b.(1)   <u>Denied</u> <u>due</u> <u>to</u> <u>receipt</u> <u>of</u> <u>Diversion</u> <u>payment(s)</u> <u>or</u> <u>services</u>: Enter the number of applications denied for those applicants found to be apparently eligible for CalWORKs, but who opted to receive a Diversion payment or service in lieu of CalWORKs cash aid. This number is a subset of applications denied and should be included in the count for Item 4b., Denied. *This number must agree with the number entered on **Part A, Item 10 (cells 31 – 33), "Denied due to Diversion", on the CA 255 (10/99), Reasons for Denials and Other Nonapprovals of Applications for Cash Grant report**.*

4c.   <u>Other</u> <u>dispositions</u> <u>(cancellations</u> <u>and</u> <u>withdrawals)</u>: Enter the number of applications and restoration requests cancelled, or withdrawn. This item also includes applications denied because the applicant moved or could not be located. *This number must agree with the total of **Part B, Items 12 and 13 (cells 37 – 42), "Application cancelled or withdrawn" and "Unable to locate or moved", on the CA 255 (10/99), Reasons for Denials and Other Nonapprovals of Applications for Cash Grant report**.*

5.   <u>Number</u> <u>of</u> <u>applications/requests</u> <u>pending</u> <u>at</u> <u>the</u> <u>end</u> <u>of</u> <u>the</u> <u>month</u>: Enter the number of applications and requests for restoration pending at the end of the month. Entry must equal the difference between total applications and restoration requests during the month (Item 3) less the number of disposed cases (Item 4).

PART B. CASELOAD (ALL)

Report all CalWORKs cases and individuals eligible to or receiving a cash grant during the report month. Each column represents a specific family type and should include cases with the following aid codes:

      Two Parent Families, Column (1): Code 35, 3M, and 3U
      Zero Parent Families, Column (2): Codes 33, 3G, 3H, and 3R
      All Other Families, Column (3): Codes 30, 3E, 3L, and 3P

NOTE: Refer to ACL 99-54, dated August 12, 1999 for Aid Code definitions.

<u>CASES</u> <u>ADDED</u>

6.   <u>Brought</u> <u>forward</u> <u>from</u> <u>last</u> <u>month</u>: Enter the number of cases brought forward from the previous month. This number must be the same figure as Item 12 of the previous month's report. See below (Item 6a.) to adjust, if needed.

6a.   <u>Adjustment</u>: If an adjustment to the above number is required, enter the net adjustment number (either plus or minus) and explain in PART D (or attach another sheet of paper) with the precise reason(s) for the change. Changes in caseload resulting from actions authorized in prior months and not previously reported are shown as adjustments to Item 6a. and are not to be reported in Item 7d.

7.   <u>Cases</u> <u>added</u> <u>during</u> <u>the</u> <u>month</u>: Enter the sum of Items 7a. through 7d.

7a.   <u>Applications</u> <u>approved</u>: Enter in the appropriate column the number of applications approved for cash grant.

7b.   <u>Restorations</u> <u>approved</u>: Enter in the appropriate column the number of restoration requests approved. The sum of Items 7a. and 7b., (all columns) should equal Item 4a.

7c.   <u>Transfers</u> <u>from</u> <u>other</u> <u>counties</u>: Enter in the appropriate column the number of cases for which the reporting county accepted responsibility for payment of aid during the report month.

7d.   Other approvals (appeal cases, CW 7s, etc.): Enter the number of cases approved for reasons other than Items 7a. through 7c., i.e., appeal cases, cases erroneously denied or discontinued, or CW 7 discontinuances where completion of a new application is deemed unnecessary. Do not report multiple changes occurring to a single case during the report month. Changes in caseload resulting from actions authorized in prior months and not previously reported are not to be reported in Item 7d. but are shown as adjustments in Item 6a.

CASELOAD

8.   Total cases open during the month: Enter the number of cases active during the report month, i.e., those cases where an official authorization for aid was in effect at some time during the month. The sum of Items 8a. and 8b. should equal Item 8. Item 8 should also equal the sum of Items 6 and 7.

8a.   Cases receiving cash grant: Enter in the appropriate columns the number of cases receiving a cash grant during the report month.

8a.(1) Children in Item 8a. cases: Enter in the appropriate columns the number of children receiving aid for the current month only. Report children who are fully abated by child support payments in Item 8b. When the child's basis of eligibility changes in either direction between cash grant and FC during the month, the person count will be shown with the payment covering the living arrangement as of the first of the month, in order to avoid a duplicate count.

8a.(2) Adults in Item 8a. cases: Enter in the appropriate columns the number of adults or minor heads of household who received aid for the current month only.

8a.(3) Total persons: Enter the sum of Items 8a.(1) and 8a.(2) for each applicable column.

8b.   Other cases (zero grant cases, less than $10 cases): Enter the number of cases not paid aid, but which had an authorization to receive aid during the report month. Include suspended cases.

8b.(1) Children in Item 8b. cases: Enter in the appropriate columns the number of children who were authorized to receive aid for the current month only. (Children who are fully abated by child support payments should be reported in this item.)

8b.(2) Adults in Item 8b. cases: Enter in the appropriate columns the number of adults or minor heads of household who were authorized to receive aid for the current month only.

8b.(3) Total persons: Enter the sum of Items 8b.(1) and 8b.(2) for each applicable column.

CASE EXITS

9.   Total cases discontinued during the month: Enter the number of cash grant cases that were discontinued during the month due to ineligibility to continue to receive benefits. *This number must agree with **Part A, Item 1 (cells 4-6),"Total Cases Discontinued," on the CA 253 (10/99), Reasons for Discontinuance of Cash Grant report**.*

10.   Total cases deducted due to transfers **to** another program segment: Enter in the appropriate column the number of cases which left the Two Parent, Zero Parent, or All Others Families segments due to transfers as of the end of the month. NOTE: Do not include transfers to FC. *This number must agree with **Part B, Item 13 (cells 56-58), "Total cases transferred to another program segment," on the CA 253 (10/99), Reasons for Discontinuance of Cash Grant report***.

11.   Total cases added due to transfers **from** another program segment: Enter in the appropriate column the number of cases which were added to the Two Parent, Zero Parent, or All Others Families segments due to transfers as of the end of the month. NOTE: Do not include transfers from FC. *This number must agree with **Part B, Item 14 (cells 65-67), "Total cases transferred from another program segment," on the CA 253 (10/99), Reasons for Discontinuance of Cash Grant report***.

12.   Carried forward to next month: Enter the number of open cases carried forward to the next month. This is Item 8 less (Items 9 and 10) plus Item 11.

PART C. NON-CITIZEN CASELOAD

Non-Citizen cases are cases, which are not federally eligible, but State Law requires that the individual be aided. Report those Non-Citizen cases and individuals who are eligible to or have received "state-only" cash grants for the report month. These cases and individuals should also be included in the counts reported in Part B. Caseload (All).

> Two Parent Families, Column (1): Codes 3M and 3U
> Zero Parent Families, Column (2): Codes 3G and 3H
> All Other Families, Column (3): Codes 3E and 3L

NOTE: Refer to ACL 99-54, dated August 12, 1999 for Aid Code definitions.

13.   Total cases open during the month: Enter the number of Non-Citizen cases active during the report month, i.e., those cases where an official authorization for State-Only aid was in effect at some time during the month. This is equal to the sum of Items 13a. and 13b.

13a.   Cases receiving cash grant: Enter in the appropriate columns the number of Non-Citizen cases re-ceiving a State-Only cash grant during the report month.

13a.(1) Children in Item 13a. cases: Enter in the appropriate columns the number of Non-Citizen children who received aid for the current month only. Report children who are fully abated by child support payments in Item 13b. When the child's basis of eligibility changes in either direction between cash grant and FC during the month, the person count will be shown with the payment covering the living arrangement as of the first of the month, in order to avoid a duplicate count.

13a.(2) Adults in Item 13a. cases: Enter in the appropriate columns the number of Non-Citizen adults or mi-nor heads of household who received State-Only cash grants for the current month only.

13a.(3) Total persons: Enter the sum of Items 13a.(1) and 13a.(2) for each applicable column.

13b.   Other cases (zero grant cases, less than $10 cases): Enter the number of Non-Citizen cases not paid aid, but which had an authorization to receive aid during the report month. Include suspended cases.

13b.(1) Children in Item 13b. cases: Enter in the appropriate columns the number of Non-Citizen children who were authorized to receive aid for the current month only. (Children who were fully abated by child support payments should be reported in this item.)

13b.(2) Adults in Item 13b. cases: Enter in the appropriate columns the number of Non-Citizen adults or mi-nor heads of household who were authorized to receive aid for the current month only.

13b.(3) Total persons: Enter the sum of Items 13b.(1) and 13b.(2), for each applicable column.

PART D. TO BE USED ONLY UPON INSTRUCTION FROM CDSS

This part of the report is to be used upon instruction from the department to report special one-time or short-run data. It is also used to explain adjustments from PART A, Item 1a. and PART B, Item 6a.

DEFINITIONS FOR TERMS USED IN COMPLETING THE
CA 237 CalWORKs (03/01)

<u>All Other Families</u>: All families that have not been identified as either a two-parent or a zero parent family. These cases are coded as 30, 3E, 3L, or 3P. See ACL 99-54, dated August 12, 1999 for Aid Code definitions.

<u>Application</u> (<u>for</u> <u>assistance</u>): For reporting purposes, a request for aid which has been received and recorded by the county, on Form CA 1/SAWS 1, Application for Public Assistance.

<u>CalWORKs</u>: The acronym for the California Work Opportunity and Responsibility to Kids Program implemented on January 1, 1998.

<u>Cancellations</u>: An application or request for restoration of a cash grant is considered "cancelled" if the applicant or child(ren) for which the application is made dies before the determination is completed.

<u>Child</u>: A child is a person who is a member of an Assistance Unit (AU) and is under the age of 18 or is enrolled as a full-time student in high school or a vocational or technical program, before reaching the age of 19. A minor parent shall be considered a child only if he/she is included in an AU with a senior parent.

<u>Denials</u>: An application or request for restoration of cash grant that is denied. Denial may occur for any reason, e.g., excess income and/or resources; no deprivation; failure to complete necessary forms; failure to provide essential verification, etc.

<u>Discontinuance</u>: A CalWORKs cash grant case where aid is stopped and/or terminated at the end of the month for any number of reasons, e.g., non-cooperation by the AU; excess income and/or resources; loss of deprivation; discontinuance requested by the AU, etc.

<u>Inter-county</u> <u>Transfer</u>: Movement of cases from one county to another, i.e., a family moves from one county to another. The receiving county adds this case to the report via the "Transfers from other counties" line item (7c.). The county from which the family is moving would count the case as a discontinuance (line item 9.).

<u>Intraprogram</u> <u>Status</u> <u>Change</u>: Change in status from one part of the same program to the other. This occurs when an All Other Families case becomes a Two Parent case and vice versa, i.e., the father returns to an All Other Families case during the report month. That case will become a Two Parent case effective the next month, therefore, for statistical reporting purposes, that All Other Families case is theoretically discontinued from the All Other column (item 10) and reappears (is added to) in the Two Parent column (item 11).

<u>Adjustment</u>: Changes in caseload resulting from actions authorized (including those authorized by mistake or in error) in prior months and not previously reported, are to be reported as an inventory adjustment. Whenever an inventory adjustment is reported, the county must include a footnote in PART F on the reverse side of the report, explaining why an adjustment was needed.

<u>Issued</u> <u>Warrant</u>: A warrant is considered issued as of the payment date.

<u>Movement</u>: CalWORKs case flow within this report. Some examples include:
- a case transfer from the All Other Families segment to the Two Parent segment or vice versa
- an active case receiving a cash grant becomes an active case which receives no cash grant during the report month and vice versa or a case terminates from the CalWORKs program.

<u>Movements</u> <u>between</u> <u>CalWORKs</u> <u>and</u> <u>Foster</u> <u>Care</u> (FC):
- When a CalWORKs child goes to FC, that child is discontinued from CalWORKs and a FC application is taken.
- When an FC child goes to CalWORKs, the child is brought into the CA 237 case count in one of two ways:
    1. If the child is going to create a new AU, a new application for CalWORKs is taken and the child comes into the CA 237 report as a new application and is processed accordingly, within the CA 237 report.
    2. If the child is going to join an existing AU, then that child would be brought into the CA 237 caseload by simply adding him/her to the person count in Item 8a(1) or Item 8b(1) or in Item 14a(1) or in Item 14b(1).

<u>Other</u> <u>Approvals</u>: Cases approved for reasons other than an application for a cash grant or restoration, transfer from another county or intraprogram status change. Some examples of "Other Approvals" include the following: approval of aid on appeal cases; approval of aid to cases erroneously denied or discontinued; approval of a CW 7 discontinuance where completion of a new application is deemed unnecessary.

<u>Other</u> <u>cases</u>: (Not receiving a cash grant) (<u>See</u> <u>Item</u> <u>8b</u> <u>and</u> <u>14b</u>): Enter the number of cases not paid aid, but which had an authorization to receive aid during the report month. Include the following cases:
- Cases approved for aid during the report month which will receive an initial warrant dated the following month.
- Cases with an authorization to receive aid discontinued during the report month, and the warrant was either cancelled or not written.
- Cases in which the authorization for the report month was a zero grant to adjust for an overpayment.
- Cases which were fully abated by child support payments.
- Cases determined eligible for CalWORKs, but whose grant was not paid because it was less than ten dollars.

<u>Other</u> <u>Dispositions</u>: An action taken on an application or a request for restoration which results in a cancellation or withdrawal. This also includes applications denied because the applicant moved or could not be located. (See definitions for Cancellations and Withdrawals).

<u>Payment</u> <u>Responsibility</u>: The county losing the recipient is responsible for payment of aid until the end of the transfer period, at which time the gaining county becomes responsible.

<u>Suspended</u> <u>Case</u>: Aid is suspended in the payment month when income or circumstances in the corresponding budget month result in the ineligibility for only one payment month.

<u>Transfer</u> <u>Period</u>: The end of the month following the 30th day after notification to the second county.

<u>Two</u> <u>Parent</u> <u>Families</u>: An Assistance Unit (AU) that includes two non-disabled, natural or adoptive parents of the same aided or SSI/SSP minor child (living in the home), unless both parents are minors and neither is the head-of-household. These cases are coded 35, 3M, or 3U. See ACL 99-54, dated August 12, 1999 for Aid Code definitions.

<u>Withdrawals</u>: An application or request for restoration that is withdrawn only upon the voluntary initiative of the applicant or person applying on his/her behalf.

<u>Zero</u> <u>Parent</u> <u>Families</u>: An Assistance Unit (AU) in which the parent(s) or caretaker(s) are excluded from or ineligible for aid. These cases are coded 33, 3G, 3H, or 3R. See ACL 99-54, dated August 12, 1999 for Aid Code definitions.